

Town of Rowe
Board of Selectmen – Minutes
Wednesday, January 23, 2018 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 6:30 p.m.

Present: Chair Jennifer Morse, Vice-Chair Dennis May, Member Sokol and Executive Secretary Janice Boudreau

Audience: Finance Committee: Chair Wayne Zavotka, Paul McLatchy III, C. Selmi Hyytinen
Treasurer Joanne Semanie, Town Clerk Kathy Sprague
Board of Health: Chair Maggie Rice, Dan Poplawski

OPEN MEETING

Announcement of recording devices & noteworthy information- one recording device

6:30 p.m. Board of Health - Chair Morse said that the Board of Health contacted her to request Herb Butzke be appointed to the Board of Health.

Motion to Appoint: Chair Morse made a motion to appoint Herb Butzke to the Board of Health to fill the vacated position due to the recent resignation of David Cousineau. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

JOINT MEETING – BOARD OF SELECTMEN & FINANCE COMMITTEE

FY20 Budget Hearings

Conservation Commission – 6:30 p.m. - tabled until February 20, 2019

Town Clerk - 6:35p.m. - Town Clerk Kathy Sprague attended the meeting to discuss her budget. The stipend has been increased by the COLA of 2.5%. She requested an increase from \$350 to \$450 for registrar stipends, going up from \$75 to \$100 per person due to an increase of certifications of signatures on petitions. Her overall budget is down 3.6%, but this is due to one less election in the upcoming year.

Finance Committee terms were discussed, Chair Zavotka's term is up, and as both Ms. Pike and Mr. Hyytinen were appointed to fill vacancies, they will have to run for their seats at the annual election as well. This will mean that there will be three open seats.

Accountant Budget: - Town Accountant Tracey Baronas was not present to discuss her budget. She has requested an 8% increase in her salary on top of the COLA as she has had to deal with the broadband accounting, which wasn't in her job description and has added additional time each week. She also feels that the accountant's salary should be more in line with the treasurer's salary. There is a question about whether joining Wired West will take away much of the accounting responsibilities of the town. If so, perhaps a permanent increase to her salary is not warranted, but a one-time extra payment to cover her additional time could be sought. Some concern about whether this position's line *should* be comparable to the treasurer's line was raised. More research is needed.

Board of Health- 7:00 p.m.- The Select Board reported the appointment of Herb Butzke to fill the vacancy. The Board updated the Selectmen on a matter of concern with a resident that has a overrun with junk adjacent to a water source which was brought to their attention by several complaints. The Board of Health is working with Town Counsel to put a plan in place and schedule a meeting with the Planning Board, Conservation Commission, Board of Health Chair and Select Board Chair to discuss resolution and water testing as contamination into the water source poses a health risk. Town Counsel will help with the process and offer legal guidance. It was agreed that a town bylaw addressing blight should be investigated. The Board of Health left at 7:15 p.m.

Treasurer Budget: Treasurer Semanie presented her budget with a slight increase due to the costs of most things are going up, which has been reflected in her budget. She reported not budgeted anything for borrowing fees, and there was discussion about the need to borrow money due while waiting for Chapter 90 funds from the State to arrive for the summer paving projects. which have now been added to the proposal. FY19 was the first budget cycle and she said there is some learning involved and “trial and error”. There was discussion about changing to a quarterly tax payment system to help with the town cash flow situation. It was agreed to investigate further since it was recommended by the auditor.

Discussion ensued about ways that the town might save money in the payroll department, eliminating department mailboxes and group supply orders. It was agreed to investigate.

OBRA/Social Security: Treasurer Semanie updated the Selectmen and Finance Committee that her research into the OBRA annuity plan vs. Social Security matter that the School Committee brought to the attention of the Select Board reported the matter was still ongoing. She was unable to locate clear answers about whether or not part-time employees can choose to have deductions go into *either* Social Security or OBRA, or if they must go into OBRA. While the town matches the employee’s contribution to Social Security, they do not match OBRA contributions. It was decided to obtain legal counsel on the matter. There were several school employees that requested reimbursement for funds put into social security that the School Committee thought should have gone to OBRA accounts.

Stipends Revisited: Finance Committee Chair Zavotka repeated his findings to the Selectmen on stipends. A brief conversation ensued about salaries vs. stipends and how stipends for elected officials should be calculated. It was agreed that further research was necessary. Finance Committee members left at 8:15 p.m.

BOARD OF SELECTMEN REGULAR MEETING

7:30 p.m.: Dennis Annear & Brandon Sprague: Tabled until next meeting

Police Chief Questions: Police Chief Shippee asked the Select Board to consider whether the Police could cover the detail work required for broadband installation with their normal work time, work over 40 hours and not get paid overtime pay. The project manager for Sertex said the work days would be 4 – ten hour days.

Motion to Pay Regular Detail Rate for Broadband Project: Member Sokol made a motion to pay the Rowe Police Dept. the regular detail rate of \$50.00 per hour for the

broadband construction project. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

Police Chief Shippee reported having no applicants for the Part-Time Reserve Officer for the town. It was agreed to canvas the Police Chief's Association and advertise again in the coming weekend edition of the newspaper.

King's Highway Bridge Project: Engineer Keith Nelson reported that the site visit to King's Highway with property owner Paul Hurtig to view the location for the temporary bridge did not pose any issue with the owner's property. A tree will have to be cut and a rock moved to accommodate the temporary bridge. Chair Morse was working on getting a Memorandum of Understanding with the Town of Shelburne for the use of their temporary bridge.

MLP Update: There was a request by Municipal Light Plant Manager (MLP) David Dvornak for 3 additional poles to be placed on Ford Hill Road. The locations were reviewed on maps. MLP Deputy Manager Sokol presented the Select Board with a Request for Pole Petition. It was agreed to hold the Ford Hill Pole Hearing on February 6, 2019 at 6:15 p.m.

Street Lighting: It was noted that the Select Board spoke with Paul Hurtig and Paulette Roccio regarding street lighting on Kings Highway and specified which to retain and which ones to be eliminated. Police Chief expressed interest in keeping streetlights on Sibley Road. DPW Superintendent wanted lights to remain at road intersections. Member Sokol said that he would like to see that we research ways to would move forward with a plan to eliminate and reduce the amount of street lights in town and look into ways to reduce their impact with different bulbs and shades. A plan to have a meeting about the issue and send notice to the abutters for over the lights will be done when time allowed.

Special Town Meeting: Since Executive Secretary was still in the process of gathering the costs and researching the various methods of testing, cleaning and prevention of further mold growth for the Gracy House mold remediation, there were no solid costs to present to a Special Town Meeting as yet.

DLTA: Select Board Members discussed priorities to present to the Franklin Regional Council of Governments (FRCOG) request to prioritize the District Technical Assistance Project Requests. Priorities addressed were: Managing Flood Risks through Regional Collaboration, Zoning Bylaws and/or Town Ordinance Development, Explore feasibility or continue work to establish new shared services including facilities management, Fire Services, Human Resource Management and Police. Local Official Continuing Education Workshops and New Collective Purchasing Ideas and Development of Municipal Emergency Response toolkit and trainings were selected.

MINUTES

Minutes of January 9, 2019:

Motion to accept Minutes of January 9, 2019: Upon review, a motion was made by Vice-Chair May to accept the Minutes of January 9, 2019 with amendments. The motion, seconded by Member Sokol, was accepted. (2/0/1)

EXECUTIVE SECRETARY UPDATES

1. Clarification on duties and procedures- Ms. Boudreau reported that Chair Morse had clarified duties and procedures and Chair Morse agreed to meet in the near future.
2. Nexamp from Prior Year: Ms. Boudreau said that some prior year bills were not found until after the new fiscal year began due to a change in the Nexamp Solar Credit Program. It was agreed they would have to be presented at a Special Town Meeting.
3. Mileage rates for 2019 provided by Accountant: The new mileage rates for 2019 were presented by Town Accountant for review.

Motion to Change Mileage Rate: Chair Morse made a motion to change the mileage rate to 58 cents per mile per the recommendation of the Internal Revenue Service. The motion, seconded by Member Sokol, was unanimously accepted. (3/0/0)

4. Annual Town Report: Ms. Boudreau asked about the preparation of the Select Board Report for the Annual 2018 Town Report. It was agreed to review the prior year report and Chair Morse would work on it.

MAIL & CORRESPONDENCE

Mail and Correspondence was reviewed, no action required:

- December Police Report
- December Fire Dept. Report
- DEP Letter 1-14-19
- Douglas Wilson Letter
- FCSWMD- Executive Director's Report 1-16-19

WARRANTS:

FY19 W16 Payroll FY19 W15 were reviewed and signed.

Vice-Chair May invoked the Rule of Necessity since he had a family member on the payroll.

AJOURNMENT: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 9:18 p.m. The motion, seconded by Member Sokol, was accepted. (3/0/0)

Janice Boudreau
Executive Secretary

Approval Date: February 20, 2019
Approved:



Jennifer Morse, Chair



Dennis May, Vice-Chair



Chuck Sokol, Select Board Member

Attachments:

- Agenda 01-23-19
- Stipend Email
- Stipend Findings
- Town Clerk Budget
- Town Accountant Budget
- Treasurer Budget
- Draft Minutes
- Sterling Cleaners Estimate
- FRCOG – DLTA Projects
- Gracy House Report 1-17-19
- Executive Secretary Updates
- General Admin Account to date
- 2019 Mileage Rates